

21 APR 1976

MEMORANDUM FOR: Deputy Director for Administration
FROM : Robert W. Gambino
Director of Security
SUBJECT : After-Hours Security Checks
REFERENCE : Memo dtd 9 Apr 76 for DDA from
Chairman, ADMAG, same subject

STATINTL

1. This memorandum is for information only.

2. We have reviewed with interest the referent and offer the following commentary:

a. [REDACTED] supports a well-known fact that security is a command function, and reflects that security is the responsibility of the "Responsible Authority," defined as Deputy Directors, other officials reporting directly to the Director of Central Intelligence, or operating officials, as appropriate.

b. [REDACTED] paragraph 18 - "Security Check Procedures," specifies that the operating official is responsible for insuring that the required security checks are properly made, for arranging for the designation of security check officers, and for requiring additional after-hours security checks if deemed necessary.

3. It is the considered position of this Office, based on a broad experience factor, that a formal after-hours security check system is essential for the necessary protection of the classified holdings of this Agency.

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4. With reference to paragraph 1c of the referent, [REDACTED] paragraph 18c(1), states that to strengthen the effectiveness of the security check system, a security check officer should not be assigned too large an area.

5. This Office has no objection to the ADMAG bringing its findings to the attention of appropriate Office Heads.

STATINTL

[REDACTED]
Robert W. Gambino

Att
Reference

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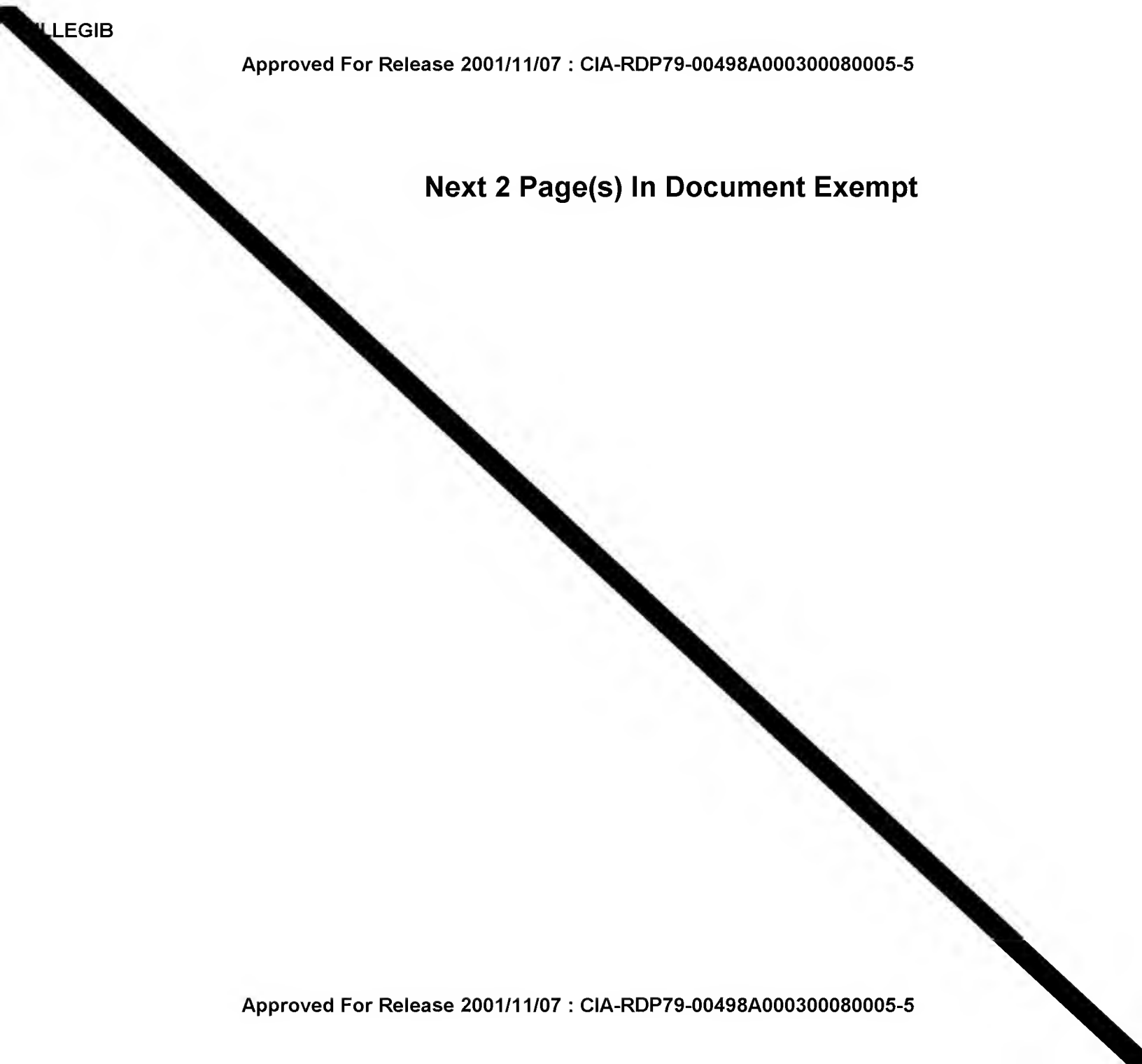
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9 April 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : [REDACTED]
Chairman, ADMAG

SUBJECT : After-Hours Security Checks

1. ADMAG's attention has been drawn to the following conditions associated with after-hours security checks that are, in ADMAG's opinion, questionable and detrimental to employee's attitudes.

a. Offices that have expanded hours of business require the assigned individual to remain after their normal quitting time, from 30 to 60 minutes, until formal close of business to perform the security checks. Although these employees are reimbursed with overtime, a questionable practice, they are not entirely happy about the situation.

b. Some offices assign the security checks only to the lower grade employees, and justify this "Rank has its privileges" attitude by explaining that the officers are assigned to other duty rosters.

c. Security checks are assigned for areas so extensive it requires thirty minutes to complete the checks.

d. Some offices, due to security violations, have imposed additional checks in an attempt to prevent future embarrassment to the office as a whole. One employee's error suddenly becomes a stigma and burden on all employees in the office.

2. ADMAG subscribes to the necessity for good security practices and agrees with a security check system. However, ADMAG does feel the overformalization and overtasking are unnecessary and result in the checks becoming routine, sub-conscious acts which contribute to errors.

3. ADMAG recommends the DDA bring this information to the attention of the Office Heads and suggest they review security practices within their respective offices.

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